



General Office Receptionist

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: General Office Receptionist

REPORTS TO: Various Cabinet Members

SUMMARY of POSITION:

Under limited supervision, the successful candidate will provide administrative support to various cabinet members and will be regarded as a self-starter and problem solver. He/she will provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. He or she may also perform additional duties outside the scope of this job description during peak times of work for central office staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate will perform the following functions:

- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail; maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Re-direct calls as appropriate and take adequate messages when required

- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings, conferences and conference telephone calls
- Maintain an adequate inventory of office supplies
- Provide word-processing and administrative support
- Perform other related duties as may be required

EDUCATION AND EXPERIENCE:

Associate's or Bachelor's Degree in a field closely related to the position requirements with experience as an administrative assistant

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience
LENGTH OF WORK YEAR: Twelve (12) Months
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Associate Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
300 River Place, Suite, 3600
Detroit, Michigan 48226

By E-mail to mprince@eaaofmichigan.org